



UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF OHIO
U.S. PRETRIAL SERVICES AND PROBATION OFFICE
VACANCY ANNOUNCEMENT 16-06

POSITION TITLE:	Chief U.S. Pretrial Services and Probation Officer		
DUTY STATION:	Cleveland, OH		
SALARY RANGE:	\$122,015 - \$170,400	CLASSIFICATION:	JSP 15 – 18 <i>(Depending upon qualifications)</i>
OPENING DATE:	April 20, 2016	CLOSING DATE:	Open until filled <i>(Initial review /first consideration given to applications received by May 11, 2016)</i>

The U.S. Pretrial Services and Probation Office serves 40 counties in the Northern District of Ohio and provides services to a total of 20 U.S. District and Magistrate Judges. The office is headquartered in Cleveland, Ohio with three divisional offices located in Akron, Toledo, and Youngstown. The U.S. Pretrial Services and Probation Office is a consolidated office consisting of approximately 100 employees.

INTRODUCTION

The Chief U.S. Pretrial Services and Probation Officer is a Court Unit Executive who leads Federal pretrial and probation services within the Northern District of Ohio under the administrative direction of the Chief Judge. The Chief U.S. Pretrial Services and Probation Officer is responsible for ensuring expeditious processing of pretrial investigations, presentence investigations, and reports for the Court; supervision of offenders on supervised release prior to trial and on supervised release from prison; promulgating policies, procedures and guidelines necessary to insure an appropriate level of service; budgetary oversight for the U.S. Pretrial Services and Probation Office; ensuring compliance with the court's Equal Employment Opportunity Plan and Employment Dispute Resolution Plan; supervising and establishing training of the staff; maintaining liaison with the Chief Judge, judicial officers, and CUEs; and maintaining cooperative relationships with other U.S. Pretrial Services and Probation Offices and all components of the criminal justice system.

The U.S. Pretrial Services and Probation Office and the Office of the Clerk of Court for the Northern District of Ohio have a structured shared administrative services model for IT and Human Resources services. Additional information on the specifics of the office may be found at the website www.ohnp.uscourts.gov.

DUTIES AND RESPONSIBILITIES

- Organizes the U.S. Pretrial Services and Probation Office to ensure expeditious handling of investigative work for the Court, institutions, and parole authorities to include effective case supervision of probationers and parolees.
- Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services; promulgates policies, procedures and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the Court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the Court, along with standards to ensure an appropriate level of service delivery.
- Selects and recommends candidates for appointment as U.S. Pretrial Services and Probation Officers to the Court, and appoints all non-officer personnel; provides specific recommendations to the Court in all other personnel matters including promotions, salary increases, disciplinary actions, and terminations; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Supervises the staff of the office including all clerical, professional, supervisory and administrative personnel.
- Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.
- Maintains liaison with the Chief Judge, judicial officers and CUEs; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.
- Establishes and maintains cooperative relationships with other U.S. Pretrial Services and Probation Offices to assure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions that encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program that explains probation, pretrial services, parole, and other correctional services to the community; assumes responsibility for communication to the news media.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- Administers a program of pretrial services within the district.
- Occasionally, may perform the duties of probation or pretrial services or of supervising probation or pretrial services.
- Performs related duties as required by the Court.

QUALIFICATION REQUIREMENTS

To qualify for the position of Chief U.S. Pretrial Services and Probation Officer at the JSP 15, 16, 17, or 18 level, a person must have a Bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the

legal requirements and human relations skills involved in the position. An advanced degree in an appropriate field is preferred.

Six years probation-related experience is required. Three years of specialized experience is mandatory and does not permit any substitutions. Specialized experience is defined as progressively responsible experience including management responsibilities in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs, gained after completion of a degree. One year of specialized experience must have been at the next lower grade level or its equivalent. *(Experience as a police officer, FBI agent, customs agent, marshal, or similar positions do not meet the requirements of specialized experience.)*

PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE

The duties of federal law enforcement officers require the investigation and supervision of criminal defendants who present physical danger to officers and to the public. Because officers must effectively deal with physical attacks and are subject to moderate arduous physical exertion, applicants must be physically capable to do field work and possess a valid driver's license. First-time appointees must not have reached their 37th birthday at the time of appointment. Officers are required to complete the six-week mandatory training at the Federal Law Enforcement Training Center during their first year.

BACKGROUND INVESTIGATIONS, DRUG SCREENING AND MEDICAL REQUIREMENTS

Prior to appointment, the selectee considered for this position will undergo a complete background investigation, medical examination and drug screening. In addition, as conditions of employment, employees are subject to on-going random drug screening and updated background investigations every five years. The medical requirements and the essential job functions derived from the medical guidelines for officers are available for public review at <http://www.uscourts.gov>.

BENEFITS

Positions in the United States Courts are excepted appointments. Court employees are not under the Civil Service System. Benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. Applicants who are not U.S. citizens must be eligible to work for the United States Government. The U.S. Pretrial Services and Probation Office requires employees to adhere to a code of conduct which is available upon request. The final candidate will be subject to a full government background investigation.

INTERESTED CANDIDATES should forward a letter of interest outlining their qualifications, skills and experience, along with a resume, and completed application form AO78, available at the court's website www.ohnd.uscourts.gov/home/careers-in-the-court/ to the address below on or before **May 11, 2016** for first consideration.

Director of Human Resources
Attn: VA 16-06
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